

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT
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January 14, 2011

ADDENDUM #1

REQUEST FOR QUOTE #11-42

DESIGNER SELECTION – ASSESSMENT OF NEWTON’S MUNICIPAL FACILITIES

THIS ADDENDUM IS TO: **Answer the following question:**

Q1. Is the 1986 Municipal Building Survey available?

A1. This document is being scanned and will be posted on the purchasing website.

Q2. Is the HMFH survey of the school buildings available for review?

A2. The HMFH report is available on the School Committee website under June 2007 Long Range Facilities Master Plan Volume 1 and Volume 2 (<http://www3.newton.k12.ma.us/schoolcommittee/majorreports>).

Q3. How does the City anticipate combining the data from the schools with the data on the Municipal buildings?

A3. We expect the Consultant to work with the City to develop and recommend a format for the data. The City would then work with the Consultant to manipulate the school data for incorporation into the overall database. Ultimately the data needs to be in a very usable format that can be sorted in various ways and easily updated.

Q4. Can Consultants submit additional information on how they would approach this project?

A4. You may submit up to two additional pages to explain your approach to this project or other pertinent information that is not otherwise covered in the submission.

Q5. How soon will a Notice to Proceed be issued?

A5. The City is eager to move this project forward and anticipates signing a contract as soon as is feasible.

Q6. Is the project tied to the City Budget Calendar?

A6. Though the project is not specifically tied to the budget cycle, the long range capital plan will need to dovetail with the annual budget cycle.

Q7. What is the Project budget?

A7. \$300,000-400,000, inclusive of any testing.

Q8. How will the project be managed?

A8. The project will be managed by the Public Buildings Department with input from a steering committee made up of representatives from the Board of Aldermen Public Facilities Committee and the Planning Department.

Q9. Is there a budget for hazardous materials testing?

A9. Yes, there will be \$20,000-\$30,000 for testing.

Q10. What are capital expenditures on Municipal Buildings for the past 5 years?

A10. Approximately \$8-10,000,000.

Q11. What other documentation exists for Municipal Buildings?

A11. NORESKO detailed energy audit data is available for almost all buildings. Some historic and accessibility data is also available.

Q12. Will the Consultant be required to recommend or create the database software?

A12. The Consultant can either develop a database tool or may make recommendations to the City. The City will own the final database.

Q13. What kind of drawings is the city looking for for the Municipal Buildings and what drawings exist?

A13. In most cases the City has blueprints for buildings. Basic space plans are required for all buildings, however, for buildings such as City Hall, more detailed drawings may be required. PDFs are available for the Main Library and City Hall.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Rositha Durham
Chief Procurement Officer